

Chapter 1

Wyoming Office of Homeland Security **Lifesaver Program Grant Administration Rules**

Section 1. Statement of Purpose

- (a) These Lifesaver Program Grant Administration Rules are adopted to implement the Wyoming Office of Homeland Security's authority to administer a lifesaver program to provide grants to counties as outlined in Wyo. Stat. Ann. § 19-13-117. Grant applicants and program participants must not only comply with the mandates established in these rules, but also those established by the Wyoming State Legislature as outlined in Wyo. Stat. Ann. § 19-13-117.

Section 2. Definitions

- (a) As used in these rules:
 - (i) "Lifesaver Program" means search and rescue program designed to quickly find a person suffering from Down syndrome, brain injuries, autism, Alzheimer's or other dementia related disorders who wanders and becomes lost and missing. The program shall operate on a county basis, under which participants wear transmitters to allow the county sheriff's departments to electronically locate participants if necessary. Participation in the program is on a voluntary basis.
 - (ii) "Director" means the administrative head of the Wyoming Office of Homeland Security as defined in Wyo. Stat. § 19-13-102(a)(v).
 - (iii) "Lifesaver Program Account" means an account consisting of those funds appropriated by the legislature as outlined in Wyo. Stat. § 19-13-117(g).
 - (iv) "Wyoming Office of Homeland Security" or "WOHS" means the state agency responsible for the administration of the Wyoming Lifesaver Program account.
 - (v) "Lifesaver Advisory Committee" means a group of individuals appointed by the Director who represent a county sheriff and

one (1) or more representatives from behavioral health, emergency medical services, Project Lifesaver International trainers, and the private sector.

Section 3. Application Procedure

- (a) Pursuant to Wyo. Stat. Ann. § 19-13-117, grant applications shall include but not be limited to:
 - (i) An estimate of the number of people who might qualify for assistance in the county;
 - (ii) An estimate of the startup costs associated with the program; and
 - (iii) A statement of the local resources available to support ongoing operation of a lifesaver program.
- (b) In addition to these statutory requirements, grant applications shall include:
 - (i) The amount of funding the applicant is requesting (up to \$25,000 pursuant to Wyo. Stat. Ann. § 19-13-117(e)(i));
 - (ii) A listing of those governmental bodies, private sector organizations, or service organizations contacted or consulted with to support the future operation of the lifesaver program beyond any administered grant funds;
 - (iii) A statement detailing any commitment of resources for long-term sustainment of the lifesaver program beyond any administered grant funds;
 - (iv) An item specific breakdown of start up costs to include quantities of transmitters and all associated equipment.
- (c) Applications will be available on the Wyoming Office of Homeland Security's website, located at <http://hls.wyo.gov/lifesaverprogram.html>. An application must be completed in its entirety to be considered and shall be submitted using the online platform at the URL provided above.
- (d) Pursuant to Wyo. Stat. Ann. § 19-13-117(f), only those counties that do not presently have an established lifesaver program may apply for grant funding. Applications themselves must be submitted by any law enforcement agency within the county in conjunction with the Chairman of the County Commission on behalf of the county applying for grant funds.

- (e) Once applications are received, they will be reviewed by the Director of the Wyoming Office of Homeland Security in consultation with the Lifesaver Program Advisory Committee (established below).

Section 4. Grant Award Procedures

- (a) To assist the Director in prioritizing grant awards in accordance with Wyo. Stat. Ann. § 19-13-117(g), a Lifesaver Program Advisory Committee is established.
- (b) The Lifesaver Program Advisory Committee will be appointed by the Director with one or more individuals representing the following agencies/organization within the State of Wyoming:
 - (i) A county sheriff's office;
 - (ii) Behavioral health;
 - (iii) The private sector;
 - (iv) Emergency medical services;
 - (v) Project Lifesaver International.
- (c) The Lifesaver Program Advisory Committee shall act in an advisory capacity to review the completeness of all applications submitted and to make recommendations to the Director regarding the distribution of grant funds. The Director will make the ultimate decision concerning distribution of grant funds.
- (d) Although county applicants may request up to \$25,000, the Director shall have the authority to award less than or more than the amount requested in the application, not to exceed \$25,000 per county.
- (e) Priority will be given in accordance with the respective needs of each county for tracking services in addition to consideration of the availability of

local funding sources for future sustainment of the program.

- (f) Awarded funds shall be administered by the county grants manager or other designee approved by the Board of County Commissioners and shall be expended only in accordance with Wyo. Stat. Ann. § 19-13-117(f)
- (g) Following a grant award, each grant recipient shall submit a final report containing an accounting for all funds expended; the number of individuals currently enrolled in the program; the number of individuals on a waiting list for the program, if any; the number of incidents within the reporting period; average response times for those incidents, and an updated list of any/all donors for future sustainment of the program. Reports shall be submitted electronically to hls-wohs@wyo.gov during the time periods established below.

Section 5. Calendar for Grants

- (a) The first grant application period will commence on October 1 through October 31, 2015
 - (i) Each grant application will be reviewed with grants awarded prior to November 30, 2015.
 - (ii) The grant performance period for the first year will begin immediately upon disbursement of funds and end on June 30th, 2016, at which time a final report shall be submitted to the Wyoming Office of Homeland Security.
- (b) In subsequent years, eligible counties may submit applications during the application period commencing on July 1st through July 30th of each year.
 - (i) Each grant application will be reviewed with grants awarded on or before September 1st of each year.
 - (ii) The grant performance period for each year subsequent to the first grant administration shall commence September 1st of each year and run for twelve months. Final reports shall be submitted to the Wyoming Office of Homeland Security on the Monday immediately following the conclusion of the twelve month performance period.